

## Constitution for Friends of the Westbrook and Stonebridge Pond

1. The group shall be called The Friends of the Westbrook and Stonebridge Pond.
2. The aims of the group shall be to:
  - a. conserve and enhance the local environment in the area around the Westbrook Stream and the public areas around Stonebridge Pond, Faversham, Kent, for the benefit of people, flora and fauna
  - b. encourage the goodwill, education and involvement of the wider community
  - c. foster community spirit and encourage civic pride and wider social benefits
3. To fulfil these aims the group shall:
  - a. work positively and co-operatively to promote environmental improvement, along with heritage and nature conservation and enhancement, through organising practical conservation work and by encouraging, educating and assisting the local population to achieve the aims of the group
  - b. appoint a committee to manage the work of the group
  - c. raise funds and receive contributions, to finance the work of the group and further its aims
  - d. open a bank account to manage funds raised
  - e. publicise and promote the work of the group and organise meetings, training courses, events or seminars etc
  - f. work co-operatively with groups of a similar nature and exchange information, advice and knowledge with them, and other voluntary bodies, charities, statutory and non-statutory organisations
  - g. work with each other irrespective of age, sex, ethnicity, ability, religion or political view
4. Committee/Membership/Friendship
  - a. The Committee shall consist of a chairperson, a vice-chair, a treasurer, and a secretary and other posts including fund raising, communications, social media and mapping as elected at the AGM or on an ad hoc basis through the year and confirmed at an AGM.
  - b. Membership and Friendship shall be open to anyone who has an interest in assisting the group to achieve its aims in a helpful and co-operative manner
  - c. Members will assist the group in the decisions the group needs to make. A donation of £1 is requested of all new members. Any member shall be eligible to stand for the committee and all of the committee should be members
  - d. Friendship is open to anyone interested in the work of the group, but who doesn't want to get involved in the management of the group in any way
  - e. Where it is considered membership would be detrimental to the aims and activities of the group, then a majority of the committee shall have the power to refuse membership, or terminate or suspend the membership of any member by a majority resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the committee and member
  - f. Any member of the group may resign his/her membership by providing the secretary (see below) with written notice
  - g. The secretary shall keep a list of members and friends and ensure that it is up-to-date
5. Management and Meetings
  - a. An Annual General Meeting (AGM) shall be held in August or September of each year. At this meeting, members shall elect a committee. The committee and members shall consider for approval an annual report and work programme for the forthcoming year. For this meeting a quorum shall 5 members including at least 2 committee members. Special General Meetings may be called at any time at the written request of at least 5 members and for any such meetings a quorum shall be 5 members including at least 2 committee members.
  - b. The group shall hold regular, publicised open meetings, which any member or friend shall be entitled to attend. Advertisement of meetings shall be via email or hand-delivered/ posted letters and the group's Facebook page or website. All meetings shall include time for discussion of the group's work, discussion of any emergency issues arising and plans for the future

- c. Accounts shall be kept by the treasurer, submitted to, and approved at an Annual General Meeting
- d. The group shall set up a suitable bank account and shall elect three authorised signatories from the committee. Any two out of these three signatories will be required to sign cheques
- e. The committee shall ensure appropriate insurance cover for volunteers working on its behalf and for third party claims for personal injury or damage to property
- f. If the group shall, by a two thirds majority decision of its members at an Annual General Meeting or Special General Meeting cease to exist then its assets, after paying off all debts, shall be returned to their providers or transferred to local charities or similar groups at the discretion of the committee
- g. This constitution may be altered by the consent of a simple majority of members at an Annual General Meeting or Special General Meeting
- h. Annual General Meeting or Special General Meetings shall be called with at least 14 days' notice to the members of the group

This constitution was adopted at the 1<sup>st</sup> AGM of the Friends of the Westbrook and Stonebridge Pond on 20<sup>th</sup> August 2014 by:

**Chair**

Fern Alder, 82 The Knole, Faversham, ME13 7QH

**Vice-Chair**

Joanna Stonor, 46 Tanners Street, Faversham, ME13 7JL

**Treasurer**

Simon Henderson, 51 Tanners Street, Faversham, ME13 7JL

**Secretary**

Joanna Stonor, 46 Tanners Street, Faversham, ME13 7JL

**Communications**

Unfilled post

**Social Media**

Tim Stonor, 46 Tanners Street, Faversham, ME13 7JL

**Fundraising**

Unfilled post

**Mapping**

Tim Stonor, 46 Tanners Street, Faversham, ME13 7JL

Members present at 1<sup>st</sup> AGM of 20<sup>th</sup> August 2014: Fern Alder, Martin Apps, John Breeze, Caroline Clarkstone, Brian Clayton, Mike Cosgrove, Fiona Crossfield, Jenny Davis, Mike Frohnsdorff, George Hawkins, Simon Henderson, Tiffany Henderson, Andrew Lees, Louise Lees, Jenny Pimlott, Liz Sharp, Tony Sharp, Anna Stonor, Tim Stonor, Phil Taylor, Maureen Wale, Danny Chesterman, Susan White.

Friends present at 1<sup>st</sup> AGM on 20<sup>th</sup> August 2014: Jon Adkins, Pam Margrie, Richard Margrie, Denis Pimlott, Christy-Anne Swain